

Register for an Instructor-Led Class

TIP You must **Register** to reserve a seat in a class. “Assign to Me” saves the course to My Learning Assignments, *but it does not register you for a class date.*

1 Log in to MySCLearning and find an instructor-led course

See “Log in to MySCLearning” and “Find a Course or Collection.”

2 Select your class date

- Below the course title, click *See Classes*.
- Scroll down and click the *Classes* tab.
- Below the class date you want, click *Register Now*.

TIP *There’s no link to See Classes.*
There may be no upcoming class scheduled.

TIP *“You have unmet prerequisites.”*
If the pre-req is an online course, you must complete it before you can register for this class.

If the pre-req is an instructor-led course, you must register for a class of the pre-req to register for this class.

TIP *There’s no link to Register Now.*
You may have an unmet prerequisite.
Or the class may be filled. You’ll see “0 seats available.”

The screenshot displays the course details for 'SCEIS Time Administration (TM200)'. The course is listed as '(ELEARNING SCEIS TM200)' with a duration of 30m and a price of 0.00 USD. A 'See Classes' button is highlighted with a red circle and labeled 'a'. Below the course title, there is a message: 'You have unmet prerequisites' with a 'View Prerequisites' link and a 'More' dropdown arrow. A 'TIP' icon points to this message. The 'Classes' tab is highlighted with a red circle and labeled 'b'. The class details show a date range of 3/17/2021 08:30 AM - 3/19/2021 01:00 PM America/New York, a time of 8:30 AM - 12:30 PM daily, a price of 0.00 USD, and 40 seats available. The 'Register Now' button is highlighted with a red circle and labeled 'c'. A 'TIP' icon points to this button. A red arrow points from the 'See Classes' button to the 'Classes' tab.

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3 Confirm your class date

- d) Verify the class dates.
- e) Click *Confirm*.

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Lastly, enter any comments that you wish to be associated with your request and/or registration. Previous Confirm

3 Class
SCEIS Time Administration (TM200) ⓘ
ELEARNING SCEIS TM200

d Revision: 1 - 9/2/2020 04:00 PM America/New York
Start Date: 3/17/2021 08:30 AM America/New York
End Date: 3/19/2021 01:00 PM America/New York
Capacity: 10 of 50 enrolled, 0 waitlisted
Price: 0.00 (USD)

e

f

- f) **IMPORTANT!** Watch for an enrollment message in your email.



You didn't get the email? Contact the SCEIS Help Desk, sceis.helpdesk@admin.sc.gov. Your registration may be incomplete, or your email address on file may not be correct.

Find more tip sheets at [MySCLearning Tools](#).